



**CITY OF COLUMBIA
NEW HOME RESIDENTIAL BUILDING PERMIT APPLICATION
GUIDELINES & INSTRUCTIONS**

What are the Building Permit Application Requirements?

The applicant must submit a completed Building Permit Application, site/construction plans, record deed, as well as the utility applications included in the information package to the Building & Zoning office.

Building Permit Application Requirements Check List

Applications will not be accepted unless all of the following have been submitted.

▶ **Submit the following completed applications/forms & site plans to the Building & Zoning Office:**

- Building Permit Application** (MUST include roofing, plumbing & electrical contractor information)
- Professional Sealed Site Plans** (including one wet and one pdf); Go to www.columbiailinois.com – Building Permit to view Section 15.04.032 Site Plan Requirements
- Construction Documents** (Include one pdf) Architectural, mechanical, plumbing, and electrical plans are required.
- Record Deed**
- HOA Approval**
- Water Service Application**
- Utilities Application**
- Sewer Service Connection Application**

I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via mail at the address provided.

Sign and return this page with your application	
Permit Holder – Contractor Signature	Date

Review Process

- ▶ **After submitting all completed forms and required documents, the proposed project is:**
 - Reviewed by the building official for zoning compliance so that the location of the structure is within the setback regulations for your property;
 - Reviewed by plan reviewers who will verify proper materials are used and that the City of Columbia Building Codes are enforced.
- ▶ **If all requirements are met, permit is approved.**
- ▶ **Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk’s Office.**
- ▶ **Construction may begin.**



RESIDENTIAL BUILDING PERMIT APPLICATION

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

See Attached Guidelines & Instructions. Visit
www.columbiailinois.com – Building Permits for more details.

THIS BOX STAFF USE

Application #		Building Permit #			
Fee Amount:	Credit Card		Check #		Cash

A. Location of Residence

Address: _____

Subdivision: _____

Zoning District: _____ Lot #: _____ Lot Size: _____

County: Monroe St. Clair

B. Permit Holder – Contractor The Project Manager listed below will be the contact for all issues related to this permit and will be required to schedule and attend every inspection.

Company & Permit Holder Name: _____

Address: _____

Email: _____ **Cell Phone #:** _____

Project Manager: _____

Email: _____ **Cell Phone #:** _____

C. Property Owner / Authorized Owner Agent Information

Name: _____

Address: _____

Email: _____ **Phone #:** _____

D. Type of Residence (✓ one)

One Family Dwelling Two Family Dwelling

I. Project Type & Description (✓ one)

New Residence	Structural Addition	Interior Alterations	Basement Finish	Accessory Structure	Other
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If 'Other', please specify

Briefly Describe the Type of Work to be Performed with Permit



WATER SERVICE APPLICATION

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

Date of Order: _____

Applicant: _____
Contractor/Owner

Phone #: _____

Applicant hereby makes application for City Water Service at:

Water Connection Address: _____
No. Street

Subdivision Name: _____ **Lot #:** _____

If this is a new tap, please choose one of the following:

Size of Meter: _____ **Copper Service Line** **Poly Service Line**

Contractor/Owner shall pay promptly upon completion at actual cost of installation according to City Ordinances. Costs shall include all material from water main to curb box, curb box shut-off valves and water meter.

The City shall render a monthly bill to the consumer for water consumed at regular meter rates.

Contractor/Owner, the undersigned will guarantee payment of all bills contracted from date hereof and thereafter until terminated by giving no less than thirty (30) days notice to the contrary and also agree to pay a nominal service charge for restoration of water service should this service be performed.

The water connection charge to this application is: \$ _____

Applicant Acceptance Signature **Date**

(Staff use below):

Approved by – Staff *Date* *Building Permit #*

<i>Fee: \$</i>	<i>Date Paid:</i>	<i>Cash:</i>	<i>Check #:</i>
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SEWER SERVICE CONNECTION APPLICATION

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

No: _____

Date of Order: _____

Applicant:

Contractor/Owner _____

Phone #:

Office _____

Cell _____

Applicant hereby makes application for permission to connect with the City Sanitary System of Columbia, Illinois at the following described property:

Sewer Connection Address : _____

Subdivision: _____ **Lot #:** _____ **Block:** _____

*** Location where connection is to be made:** _____

Sewer connection is subject to the following conditions and restrictions:

1. The said applicant shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the street or alley to a condition similar or equal to that existing before the commencement of the described work.
2. That the proposed work shall be located and constructed to the satisfaction of the supervisor of sewers or his duly authorized representative, and the material used shall conform to the standard specifications contained in the City Ordinances now in effect. **“Roof drains or footing drains may NOT be connected to sanitary sewers.”**
3. In performing this work, the applicant shall not interfere with or obstruct traffic unreasonably on said street or alley.
4. That the applicant, his successors or assigns, shall assume all risk and liability for accidents and damages that may accrue to persons or property on account of this work.
5. That wherever required, sewerage service connection charges shall be remitted with this application and sewer service charges for use of the sewers shall be billed monthly at rates established by ordinances now in effect or as may be revised or amended.
6. That the sewer connection charge applicable to this application is \$_____.

Accepted by:

Applicant Signature

Date

ENDORSEMENT: This is to certify that the above described work has been completed in accordance with the provisions of the permit and the ordinances of the City of Columbia, Illinois.

Owner or Plumber Signature

Date

Supervisor of Sewers

Date

(Staff use below):

Received by – Staff Signature		Date Received	Building Permit #
Connection Fee: \$	Date Paid:	Cash:	Check #:



UTILITIES APPLICATION

City of Columbia
 P.O. Box 467
 208 S. Rapp Ave.
 Columbia, IL 62236
 618.281.7144 x 100

CHECK ONE	
<input type="checkbox"/>	Install Meter & Turn On
<input type="checkbox"/>	Turn On
<input type="checkbox"/>	Final Reading & Transfer
<input type="checkbox"/>	Turn Off / Non-Pay
<input type="checkbox"/>	Final Reading & Turn Off
<input type="checkbox"/>	Name Change
<input type="checkbox"/>	Address Change

OLD CUSTOMER		NEW CUSTOMER
	Account #	
	Billing Name	
	Forwarding / Mailing Address	
	City, State, Zip	
	Service Address	
	Phone #	
	Email Address	

Date of Change: _____

FEES: Transfer - \$31.50 _____ Initial Turn On - \$31.50 _____ Initial Turn Off - \$31.50 _____ Initial

Property owners will have to sign water application if they want utilities in their name. Contractors cannot sign for property owners.

Per City of Columbia Ordinance 1094, effective Jan. 18, 1993, I shall abide by and accept all of the provisions of the code as conditions covering the use of City utilities.

Rent/Lease Property: **Own Property:**

New Applicant Signature: _____

OFFICE USE BELOW

Route #: _____

Sequence #: _____

Lot #: _____

<input type="checkbox"/>	Property Inspection
<input type="checkbox"/>	Occupancy Permit
<input type="checkbox"/>	GB / Recycling Totes
<input type="checkbox"/>	New Resident Packet

Applicants who are renting must pay \$160.00 deposit before service can be put in their name.		Date Paid:
Owner Name:		
Owners Address:		
Phone #:		

Contacted by: _____ Date: _____

Section 15.04.032 Site Plan Requirements



A. Statement of Purpose. It is the purpose of this section to regulate the safe, orderly and attractive development, including but not limited to all residential, commercial, and industrial land uses within the city; to preserve and enhance property values, to preserve adequate space for pedestrian, bicycle, and vehicular traffic, including transportation facilities usually associated with such uses; to provide for effective transportation without congestion or hazards; and to provide for effective storm water management and control. It is also the purpose of this section to assure that public utilities and services are provided in a safe and healthful manner and are consistent with any and all applicable regulations and standards. It is the further purpose of the section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage creative economic development, certain modifications to these requirements may be permitted the City Council, after seeking the recommendation of the City's Plan Commission and/or Zoning Board of Appeals.

B. Applicability. Any person, corporation, firm or other organization or association making application for a permit issued by the Building Official or designee, shall submit to the Office of the City Clerk, who will distribute to appropriate departments for review and approval, a site plan prepared by a registered architect, registered professional engineer or a licensed land surveyor licensed in the state to practice as such. The City may accept a preliminary plat as a substitute for the site plan required hereunder.

C. Submittals. Site plans shall be drawn on a sheet or sheets not to exceed 24 x 36 inches. Said site plan shall also be provided electronically in a format deemed to be acceptable by the City (.pdf file extension preferred). In addition to all requirements contained herein, if the site plan is required to be drawn by a licensed professional engineer, architect, or surveyor, the plans must include the name, firm name, address, and seal of said professional

D. Minor Changes. Minor changes to a site plan shall be permitted only after approval of such changes by the Building Official or designee. Request for approval of minor changes shall be made in writing. A new site plan reflecting said changes may be required at the discretion of the Building Official or designee. The Building Official or designee shall approve all minor changes within a reasonable time frame not to exceed 10 business days. Minor changes shall be limited to building footprint or height changes that vary by no more than ten percent (10%) in any one direction.

E. Major Changes. Major changes to a site plan shall be permitted only upon submittal of a new site plan. If site plan consists of multiple pages, all pages affected by the major changes must be revised and submitted. If said site plan required a public hearing prior to approval, a public hearing shall be required prior to approval of any major changes. After fifteen (15) days notice is given, a public hearing shall be held before the plan commission and forwarded to the City Council for their approval. Major changes shall include: new buildings, omission of buildings, or reorganization of buildings on the site.

F. Accessory Structures.

1. The following information shall be shown on the site plan:
 - (a) Location map, north arrow, graphic plan scale.
 - (b) Zoning district, subdivision name, lot number, and parcel number.
 - (c) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
 - (d) Actual shape, location, and dimensions, and distance of the lot drawn.
 - (e) Location and identification of all existing and proposed easements.
 - (f) Location of any and all stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
 - (g) Proposed building line and setback requirements for the district in which the property is located.
 - (h) Shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any existing building or structure. The distance to property lines and other structures on the lot shall also be indicated.
 - (i) Location of existing and proposed utilities, including service lines and connections.
2. If the subject property includes stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, floodplains, wetlands, sanitary sewage treatment and/or septic fields, a professional engineer or surveyor shall sign and seal site plans and perform field layouts for accessory structures.

G. Single-Family Dwellings.

1. The following information shall be shown on the site plan:
 - (a) All information listed in Section 15.04.32.F.1.
 - (b) Existing and proposed contour lines or elevations based on mean sea level datum at vertical intervals of not more than two (2) feet, including established street grades at the foundation walls of all new structures shall be required if any portion of the subject property is identified as being in a floodplain, floodway, or wetland.
 - (c) Elevation of top of foundation of primary structure, finish floor of garage, finish floor of basement and lowest foundation opening where applicable.
 - (d) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
 - (e) Location of existing and proposed sidewalks.
 - (f) Driveway location, width, and proposed grade (if more than 12% slope).
 - (g) Professional seals affixed to every sheet in a set of documents in accordance with the standards of the Illinois.
2. A professional engineer or surveyor shall perform field layouts for all single-family residential structures.
3. The Building Official or designee may require additional soil testing and documentation if it is determined that the foundation is not placed on virgin soil.
4. The applicant shall provide a slope stability analysis conducted by a professional engineer upon request of the Building Official or designee if the subject property has excessive slope (generally greater than 3 to 1).
5. The Building Official or designee may impose equivalent requirements for additions to single-family dwellings if:
 - (a) The City has no site plan on file for the subject property; or
 - (b) Substantial site modifications or environmental changes have rendered the original site plan obsolete.

H. Multi-Family Dwellings, Non-Residential Buildings, Planned Developments, and other Development

1. The following information shall be shown on the site plan:
 - (a) All information listed in Section 15.04.32.G.1.
 - (b) Off-street parking spaces, required and proposed, including the number, size, and location of those designated as accessible spaces, width of all interior drive aisles, and degree of angle for individual spaces, if applicable.
 - (c) Location of refuse disposal areas, including dumpster enclosures and grease traps.
 - (d) Location of existing and proposed utilities, including service lines and connections, as well as mains and distribution lines.
 - (e) Location and size of existing and proposed freestanding signs.
 - (f) Site lighting plan which clearly shows no spillover onto adjacent properties or right-of-way.
 - (g) Site landscaping plan, including name and size of existing and proposed plant material.
 - (h) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, and wetlands.
 - (i) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.
2. The Building Official or designee may request additional information to be placed on the site plan beyond the requirements listed above or may request preparation of a complete set of improvement plans. Improvement plans shall conform to the City of Columbia's standards regarding the preparation of improvement plans found in the City Subdivision Code.

I. Waiver of Site Plan Requirements. The Building Official or designee may waive in writing any site plan requirement contained herein determined unnecessary for review and approval of a specific building permit application.